

LOCAL INMATE  
DATA SYSTEM  
(LIDS)

# Newsletter

MARCH  
2002

**Compensation Board's  
Phone Number:**



**(804) 786-0786**

**Compensation Board's  
Fax number:**



**(804) 371-0235**

**Compensation Board's  
Website address:**



**www.cns.state.va.us/compboard**

**Compensation Board's  
Mailing address:**



**P. O. Box 710  
Richmond, VA 23218-0710**

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Security/Key Fob Issues

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### DATES TO REMEMBER

4/14/02 - LIDS SUBMISSION DUE  
4th Quarter Vouchers (Dec 2001— Feb 2002)  
This is the **last** quarter for FY02. Please make sure that all  
submissions have been approved through February 2002



### **ATTENTION!**

#### **2ND ANNUAL LIDS CONFERENCE - MAY 2 & 3, 2002**

This year's LIDS conference is open to LIDS Technicians. If the LIDS Technician for your jail is unable to attend, a designee from your facility may attend.

Registration will be handled on the Compensation Board's (CB) website ([www.cns.state.va.us/compboard](http://www.cns.state.va.us/compboard)) by selecting the '**LIDS Information**' button. Select the '**LIDS Conference**' button, then select Register/Change Registration.

**Registration began March 8, 2002 and ends April 1, 2002.**

The CB website will also include a memorandum explaining approved reimbursable expenses associated with this year's LIDS Conference.

Conference to be held at the Holiday Inn Central in Richmond, Virginia. The conference will be held from Noon to 5 pm, Thursday, May 2 and 8 am to Noon, Friday, May 3.

### **ATTENTION!**

#### **LIDS ENHANCEMENT TRAINING—JUNE 2002**

This year's LIDS Enhancement Training is a 3-1/2 hour program:

- **Morning sessions are 8:30 am to 12 noon**
- **Afternoon sessions are 1:30 pm to 5:00 pm**

### LOCATION & DATES

#### HANOVER

Sheriff's Office (804) 537-6110  
7522 County Complex Rd.  
Hanover, Virginia

June 3	afternoon
June 4	morning or afternoon
June 5	morning or afternoon
June 6	morning

#### LYNCHBURG

Central Virginia Criminal Justice Academy  
1200 Church St., Lynchburg City Armory  
Lynchburg, Virginia

June 11	afternoon
June 12	morning or afternoon

**\*\*REGISTRATION OPENS ON OUR WEBSITE ON APRIL 15 ([cns.state.va.us/compboard/](http://cns.state.va.us/compboard/))  
& CLOSSES MAY 10. \*\***

**SPACE IS LIMITED AND WILL BE GIVEN ON A FIRST COME/FIRST SERVED BASIS**

**ATTENTION**  
**FY03 BATCH FILE LAYOUT UPDATES**  
**Effective July 1, 2002**

- ✓ The July 1, 2002 **LIDS Batch Layout** is available on the Compensation Board's website: [cns.state.va.us/compboard](http://cns.state.va.us/compboard). Select **LIDS Information**, then select **FY03 Batch File Layout**.
- ✓ Effective July 1, 2002 LIDS will require the State Identification Number (SID) for all inmates confined on felony charges - Positions 516 through 526. The first two positions of this field will be the state identification code; for example 'VA' for Virginia.
- ✓ Please advise your program vendors to visit our website for the July 1 updates.

**NEW**  
**Reason Confined Code**  
**Effective July 1, 2002**

**Reason Confined Code**

**Description**

14	Post-trial/or convicted but not sentenced (For both Juvenile & Adults)
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**NEW**  
**Reason Confined Code**  
**REVISED DEFINITIONS**  
**Effective July 1, 2002**

**Reason Confined Code**

**Description**

10	Pre-trial/ no serving time on other charges (For both Juvenile & Adults)
23	Confinement change within facility/ or violated program
26	Work Release/ Work Release Jail Contract Bed Program
42	Local Community-based Probation

**NEW PROCEDURE**  
**Effective July 1, 2002**

It was brought to our attention that you need a method to track local responsible inmates in LIDS, as a non-payable inmate, that has been court-ordered into an approved Alternative Program (not placed in the approved Alternative program by the Sheriff). Effective July 1, 2002, if LIDS detects the following conditions, the confinement will be non-payable:

- Reason Confine Code '80', Home Electronic Monitoring **OR** '85', Supervised Work Program **AND** Disposition Code '**CR**' Court Order Release (Sentenced) **OR** '**CU**' Court Order Release (Not Sentenced) **AND** Disposition Date is provided **AND** Sentenced as a Local Responsible Inmate = **Non-Payable Alternative Confinement**

**NEW PROPOSED**  
**BUDGET LANGUAGE CHANGES—Effective July 1, 2002**  
**PAYMENT CLARIFICATION**

- ✓ **Item 67 - B.1. – Effective Sentence** - A convicted offender's sentence as rendered by the court less any portion of the sentence suspended by the court.
- ✓ **Item 67 - B.2. Local Responsible Inmate** - any person arrested on a state warrant and incarcerated in a local correctional facility, as defined by § 53.1-1, Code of Virginia, prior to trial;
  - (a) any person convicted of a misdemeanor offense and sentenced to a term in a local correctional facility; or
  - (b) Any person convicted of a felony offense and given an effective sentence of
    - (i) twelve months or less or
    - (ii) less than one year.
- ✓ **Item 67 - B.3. State Responsible Inmate** - Any person convicted of one or more felony offenses and
  - (a) the sum of consecutive effective sentences for felonies, committed on or after January 1, 1995, is
    - (i) more than twelve months or
    - (ii) one year or more, or
  - (b) the sum of consecutive effective sentences for felonies, committed before January 1, 1995, is more than two years.
- ✓ **Item 67 - E. The following amounts shall be paid** out of this appropriation to compensate localities for the cost of maintaining prisoners in local correctional facilities, as defined by §53.1-1, Code of Virginia, or if the prisoner is not housed in a local correctional facility, in an alternative to incarceration program operated by, or under the authority of, the sheriff or jail board (HB543):
- ✓ **Item 67 - E.1. For Local Responsible Inmates:** \$8 per inmate day, or, if the inmate is housed and maintained in a jail farm not under the control of the sheriff, the rate shall be \$22 per inmate day.
- ✓ **Item 67 - E.2. For State Responsible Inmates:**
  - a. Who are being held awaiting trial for additional felony charges--\$8 per inmate day.
  - b. With All Pending Charges Adjudicated:
    - (i) \$8 per inmate day—for up to sixty days following the mailing by certified letter or electronic transmission to the Department of Corrections of the final court order within thirty days after the order being issued.
    - (ii) \$14 per inmate day—on and after the sixty-first day following the mailing by certified letter or electronic transmission to the Department of Corrections of the final order within thirty days after the order being issued.
    - (iii) \$14 per inmate day—on and after the ninety-first day following the date of final sentence, if the final court order was not mailed by certified letter or electronic transmission to the Department of Corrections within thirty days after the order being issued.
  - c. Who remain incarcerated in a local correctional facility at the request of the locality - \$8 per inmate day.
- ✓ **Item 67 - F. For the payment specified in paragraph E.1. of this Item for prisoners in alternative punishment or alternative to incarceration programs:**
  - 1. Such payment is intended to be made for prisoners that would otherwise be housed in a local correctional facility. It is not intended for prisoners that would otherwise be sentenced to community service or placed on probation.
  - 2. No such payment shall be made unless the program has been approved by the Department of Corrections or the Department of Criminal Justice Services. Alternative punishment or alternative to incarceration programs, however, may include supervised work experience, treatment, and electronic monitoring programs.
- ✓ **Item 67 - H.1. The Compensation Board shall recover** the state-funded personnel costs associated with housing federal inmates, District of Columbia inmates or contract inmates from other states. The Compensation Board shall determine, by individual jail, the amount to be recovered by the Commonwealth by multiplying the jail's current inmate days for this population by the proportion of the jail's per inmate day salary funds provided by the Commonwealth, as identified in the most recent Jail Cost Report prepared by the Compensation Board. If a jail is not included in the most recent Jail Cost Report, the Compensation Board shall use the statewide average of per inmate day salary funds provided by the Commonwealth.
- ✓ **Item 67 - H.2.** The Compensation Board shall deduct the amount to be recovered by the Commonwealth from the facility's next quarterly per diem payment for state-responsible and local-responsible inmates. Should the next quarterly per diem payment owed the locality not be sufficient against which to net the total quarterly recovery amount, the locality shall remit the remaining amount not recovered to the Compensation Board.
- ✓ **Item 67 - H.3.** The provisions of this paragraph shall not apply to any local or regional jail where the cumulative federal share of capital costs exceeds the Commonwealth's cumulative capital contribution.

The sub-paragraphs H.4. - H.7. pertaining to the overhead recovery remain unchanged in the Appropriation Act.

**NEW**

## FORMS MAINTENANCE REPORTS

The Legislative Changes reports can either be viewed on-line or downloaded, and can be found in LIDS under Forms Maintenance, Option B, OFFLINE REPORTS, QUERIES AND FILES. Press Enter, then choose Options Q, P & R.

```
LMN5-B          LOCAL INMATE DATA SYSTEM (LIDS)          2002-02-27
SCBM99          FORMS MAINTENANCE                          15.34.04
                                                         V.02252002

OPTION: P

A. CURRENT JAIL ROSTER FILE          B. CONFINEMENTS FOR PERIOD FILE
C. RELEASES FOR PERIOD FILE          D. MONTHLY FINANCIAL DETAIL FILE
E. INSURANCE REPORT AND FILE        F. POSSIBLE ERRORS REPORT
G. OUT OF COMPLIANCE FILE            H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON            L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT   N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT      P. LEGISLATIVE CHANGES/SERVING 12 MONTH
Q. LEGISLATIVE CHANGES/PENDING CHARGES R. LEGISLATIVE CHANGES/SR INMATES

                SELECT OPTION THEN PRESS ENTER
                OR CLEAR KEY TO EXIT
```

### SCREEN #1

- 66
- Request the period begin and end date
- Select S for Social Security Number (SSN) or N for Name, which produces the same result
- Press Enter

```
LMN5-C          LOCAL INMATE DATA SYSTEM (LIDS)
2002-02-28
                FORMS MAINTENANCE          09.51.44
                JAIL # 001                  V.02252002

                REPORT/FILE: LEGISLATIVE CHANGES/SERVING 12 MONTHS
PERIOD BEGIN DATE (MMDDYYYY): 01012002 PERIOD END DATE (MMDDYYYY): 013102

                JAIL NUMBER: 001 REPORT SEQUENCE S=SSN/N=NAME S

REQUESTS COVERING "ALL" JAILS OR MORE THAN 1 MONTH WILL BE RUN OVERNIGHT
```

## SCREEN #2

LMN5-M  
SCBM99M

LOCAL INMATE DATA SYSTEM (LIDS)

V.02252002

### LEGISLATIVE CHANGES/INMATES SERVING 12 MONTHS

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR PRINTING ON YOUR SYSTEM.

THIS REPORT WILL BE PRODUCED OVERNIGHT, YOU CAN CHECK THE REPORT INDEX TO SEE WHEN IT HAS COMPLETED.

FILE SCB.USER.J001.BM012R00.RTF WILL BE CREATED FOR YOU.  
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

PRESS ENTER TO CONTINUE

## SCREEN #3

LPS2-1

LOCAL INMATE DATA SYSTEM (LIDS)

V.06212001

DATE: 2002-02-28

REPORTS INDEX

TIME: 10.27.27

S DATE TIME USER-ID TITLE JAIL: 001

### V 02282002 102605 SCBCBSA TWELVE (12) MONTH INMATES

_	02202002	142111	SCBCBSA	003	FINANCIAL CNT	03/2000	CNT	DAY
_	02202002	142140	SCBCBSA	117	FINANCIAL CNT	04/2000	CNT	DAY
_	02202002	142140	SCBCBSA	117	FINANCIAL CNT	04/2000	CNT	DAY

V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT

ENTER = NEXT JAIL F3 = EXIT

F8 = NEXT SCREEN

## SCREEN #4

LPS2-2

TWELVE (12) MONTH INMATES

V.06212001

SCBB12MO-R001-001

LEGISLATIVE CHANGES/12 MONTH INMATES

PAGE 1

TRAINING

ACCOMACK COUNTY JAIL

DATE 2/28/02 TIME 10:26:01

EXTRACT DATES: FROM 01/01/2002 TO 01/31/2002

NAME: LAST FIRST MI SSN COMMIT: DATE/TIME RSN AGE SX RACE PYM

NICHOLAS, WYATT LEE 999999999 120000 20 19 M H SD

TOTAL FOR JAIL <001> -----> 1

\*\*\*\*\* END OF REPORT \*\*\*\*\*

F2 F3 F4  
DELETE EXIT PRINT

LMN5-B  
SCBM99

LOCAL INMATE DATA SYSTEM (LIDS)  
FORMS MAINTENANCE  
JAIL # 001

2002-02-27  
15.34.04  
V.02252002

OPTION: Q

A. CURRENT JAIL ROSTER FILE	B. CONFINEMENTS FOR PERIOD FILE
C. RELEASES FOR PERIOD FILE	D. MONTHLY FINANCIAL DETAIL FILE
E. INSURANCE REPORT AND FILE	F. POSSIBLE ERRORS REPORT
G. OUT OF COMPLIANCE FILE	H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE	J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON	L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT	N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT	P. LEGISLATIVE CHANGES/SERVING 12 MONTH
<u>Q. LEGISLATIVE CHANGES/PENDING CHARGES</u>	R. LEGISLATIVE CHANGES/SR INMATES

SELECT OPTION THEN PRESS ENTER  
OR CLEAR KEY TO EXIT

### SCREEN #1

LMN5-C

LOCAL INMATE DATA SYSTEM (LIDS)  
FORMS MAINTENANCE  
JAIL # 001

2002-02-28  
11.09.20  
V.02252002

REPORT/FILE: LEGISLATIVE CHANGES/PENDING CHARGES

PERIOD BEGIN DATE (MMDDYYYY): 12012001 PERIOD END DATE (MMDDYYYY): 12312001

JAIL NUMBER: 001 REPORT SEQUENCE S=SSN/N=NAME S

REQUESTS COVERING "ALL" JAILS OR MORE THAN 1 MONTH WILL BE RUN OVERNIGHT

### SCREEN #2

LMN5-M  
SCBM99M

LOCAL INMATE DATA SYSTEM (LIDS)

V.02252002

#### LEGISLATIVE CHANGES/INMATES WITH PENDING CHARGES

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO SEE WHEN IT HAS COMPLETED.

FILE SCB.USER.J001.BPCHGR00.RTF WILL BE CREATED FOR YOU.  
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

PRESS ENTER TO CONTINUE

### SCREEN #3

LPS2-1 LOCAL INMATE DATA SYSTEM (LIDS) V.06212001  
DATE: 2002-02-28 REPORTS INDEX TIME: 12.53.10  
S DATE TIME USER-ID TITLE JAIL: 001

**V 02282002 111034 SCBCBSA INMATES WITH PENDING CHARGES**

\_ 12172001 151237 SCBCBSA MONTHLY INMATE SCHOOL DISTRICT CENSUS  
\_ 02202002 134841 SCBCBSA CURRENTLY AVAILABLE DOWNLOAD FILES  
\_ 12192001 114707 SCBCBSA DATA INTEGRITY ERRORS

V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT  
ENTER = NEXT JAIL F3 = EXIT F8 = NEXT SCREEN

### SCREEN #4

LPS2-2 INMATES WITH PENDING CHARGES  
V.06212001  
SCBBPCHG-R001-001 LEGISLATIVE CHANGES/PENDING CHARGES PAGE 1  
TRAINING ACCOMACK COUNTY JAIL 2/28/02 TIME 09:42:55

EXTRACT DATES: FROM 12/01/2001 TO 12/31/2001

NAME: LAST	FIRST MI	SSN	COMMIT: DATE/TIME	RSN	AGE	SX	RACE	PYM
RATHER, DANIEL L		239829376	09052000 203500	20	61	M	W	LD
BROKAW, THOMAS N		540298304	03062000 112200	20	55	M	B	LD
CLOONEY, GEORGE C		078237855	11172000 233000	10	41	M	W	LD
BRATT, BENJAMIN M		423078223	11292000 043100	10	35	M	H	LD

TOTAL FOR JAIL <001> -----> 4

\*\*\*\*\* END OF REPORT \*\*\*\*\*

F2 F3 F4  
DELETE EXIT PRINT

LMN5-B LOCAL INMATE DATA SYSTEM (LIDS) 2002-02-28  
SCBM99 FORMS MAINTENANCE 13.22.09  
JAIL # 001 V.02252002

OPTION: **R**

A. CURRENT JAIL ROSTER FILE	B. CONFINEMENTS FOR PERIOD FILE
C. RELEASES FOR PERIOD FILE	D. MONTHLY FINANCIAL DETAIL FILE
E. INSURANCE REPORT AND FILE	F. POSSIBLE ERRORS REPORT
G. OUT OF COMPLIANCE FILE	H. HISTORIC JAIL ROSTER
I. INMATES THAT REQUIRE A DNA SAMPLE	J. JAIL ROSTER FOR PERIOD
K. MONTHLY ADP COMPARISON	L. SSN VERIFICATION RESULTS
M. INMATE DATA INFORMATION REPORT	N. CURRENTLY AVAILABLE DOWNLOAD FILES
O. DATA INTEGRITY ERROR REPORT	P. LEGISLATIVE CHANGES/SERVING 12 MONTH
Q. LEGISLATIVE CHANGES/PENDING CHARGES	<b>R. LEGISLATIVE CHANGES/SR INMATES</b>

SELECT OPTION THEN PRESS ENTER

## SCREEN #1

LMN5-C LOCAL INMATE DATA SYSTEM (LIDS) 2002-02-28  
FORMS MAINTENANCE 13.27.40  
JAIL # 001 V.02252002  
REPORT/FILE: LEGISLATIVE CHANGES/STATE RESPONSIBLE INMATES  
PERIOD BEGIN DATE (MMDDYYYY): 01012001 PERIOD END DATE (MMDDYYYY): 01312001

JAIL NUMBER: 001 REPORT SEQUENCE S=SSN/N=NAME S

REQUESTS COVERING "ALL" JAILS OR MORE THAN 1 MONTH WILL BE RUN OVERNIGHT

## SCREEN #2

LMN5-M LOCAL INMATE DATA SYSTEM (LIDS) V.02252002  
SCBM99M

### LEGISLATIVE CHANGES/STATE RESPONSIBLE INMATES

YOUR REPORT REQUEST HAS BEEN SUBMITTED FOR PROCESSING, WHEN IT HAS COMPLETED YOU MAY VIEW THE REPORT ONLINE OR DOWNLOAD THE FILE FOR PRINTING ON YOUR SYSTEM.

THIS REPORT WILL TAKE AWHILE TO COMPLETE, YOU CAN CHECK THE REPORT INDEX TO SEE WHEN IT HAS COMPLETED.

FILE SCB.USER.J001.BSRINR00.RTF WILL BE CREATED FOR YOU.  
BE SURE YOU SAVE THE FILE WITH THE ".RTF" ENDING.

PRESS ENTER TO CONTINUE



### SCREEN #3

LPS2-1 LOCAL INMATE DATA SYSTEM (LIDS) V.06212001  
DATE: 2002-02-28 **REPORTS INDEX** TIME: 14.01.5  
S DATE TIME USER-ID TITLE JAIL: 001  
\_ 02282002 130303 SCBCBSA INMATES WITH PENDING CHARGES  
**V 02282002 140103 SCBCBSA STATE RESPONSIBLE INMATES**  
\_ 02282002 110018 SCBCBSA TWELVE (12) MONTH INMATES  
\_  
V = VIEW REPORT OR D = DELETE OR P = PRINT (BATCH) REPORT  
ENTER = NEXT JAIL F3 = EXIT F8 = NEXT SCREEN

### SCREEN #4

LPS2-2 STATE RESPONSIBLE INMATES V.06212001  
SCBBSRIN-R001-001 **LEGISLATIVE CHANGES/STATE RESPONSIBLE** PAGE 1  
TRAINING ACCOMACK COUNTY JAIL DATE 2/28/02 TIME 14:01:01  
EXTRACT DATES: FROM 11/01/2001 TO 11/30/2001  
NAME: LAST FIRST MI SSN COMMIT: DATE/TIME RSN AGE SX RACE PYM  
MCCARTNEY, PAUL 123541155 11012001 110000 29 45 M W SD  
MURPHY, EDDIE G 987892983 08012000 103000 20 19 M W SD  
STARR, RINGO 068212938 12102000 174000 20 34 M B SD  
WALSH, JOHN 110928345 05022000 120002 20 25 M H LD  
SMITZ, JIMMY 335041017 05012000 100000 20 25 F W LD  
TOTAL FOR JAIL <001> -----> 5  
\*\*\*\*\* END OF REPORT \*\*\*\*\*  
F2 F3 F4  
DELETE EXIT PRINT  
REPORT

## **REMINDER**

### **COMMITMENT MAINTENANCE HELPFUL HINTS**

Last month we brought to your attention the fact that our Auditors came across some confusion in the field concerning Alternative Programs, Work Release, Weekenders and what some folks are calling Community Work/Weekend Program.

To further assist you during your process of booking and releasing prisoners that participate in the programs mentioned above, the following procedures are provided:

- **ALTERNATIVE PROGRAM**

- ✓ Payment for the Alternative Program is intended to be made for prisoners that would be housed in a local facility
- ✓ It is not intended for prisoners that would otherwise be sentenced to Community Service or placed on probation
- ✓ No payment shall be made unless the program has been approved by Department of Corrections (DOC) or Department of Criminal Justice Service (DCJS)
- ✓ Once the CB receives notification from DOC that an Alternative program has been approved, the LIDS reimbursement process can start from the approved date at \$8 per day, if the inmate has been sentenced as local responsible
- ✓ If the Sheriff chooses to place a prisoner in an Alternative Program that is pre-trial/awaiting trial, post-trial/convicted but not sentenced or that is state responsible the prisoner will be captured as non-reimbursable

- ✓ **Procedures:**

1. Prisoner's confinement record in LIDS should be updated when they are **placed** into an approved Alternative Program by:
  - Releasing the prisoner on LIDS by utilizing Release Code:
    - '47' Diverted to Supervised Work Experience Program **OR**
    - '55' Diverted to Electronic Surveillance Program, **THEN**
  - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
    - '80', Home Electronic Monitor Alternative Program **OR**
    - '85' Supervised Work Alternative Program
2. Prisoner's confinement record in LIDS should be updated when they **complete** the Alternative Program by:
  - Releasing the prisoner on LIDS by utilizing Release Code:
    - '59', Released from Alternative Program, **OR**
3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Alternative program and they still have time to serve in jail by:
  - Releasing the prisoner on LIDS by utilizing Release Code:
    - '23' Confinement change within facility or violated program **THEN**
  - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason confine Code:
    - '20', Serving Sentence **OR**
    - '50', Serving Sentence, has pending charges, has pending charges
4. **New procedure effective July 1, 2002:** It was brought to our attention that you need a method to track local responsible inmates in LIDS, as a non-payable inmate, that has been court-ordered into an approved Alternative Program (not placed in the approved Alternative program by the Sheriff). Effective July 1, 2002, if LIDS detects the following conditions, the confinement will be non-payable:
  - Reason Confine Code '80', Home Electronic Monitoring **OR** '85', Supervised Work Program **AND** Disposition Code **'CR'** Court Order Release (Sentenced) **OR** **'CU'** Court Order Release (Not Sentenced) **AND** Disposition Date is provided **AND** Sentenced as a Local Responsible Inmate = **Non-Payable Alternative Confinement**

**REMINDER**  
**COMMITMENT MAINTENANCE**  
**HELPFUL HINTS**  
**(continued)**

- **WORK RELEASE (WR)**

- ✓ Payment for Work Release is intended to be made for prisoners that have been convicted and sentenced to confinement in jail **OR**
- ✓ Payment for Work Release is intended for prisoners that are being held in jail pending completion of a pre-sentence report, and if it appears to the court that such offender is a suitable candidate for work release, assign the offender to a work release program under the supervision of a probation officer, the office of the sheriff or the administrator of a local or regional jail or a program designated by the court
- ✓ WR Offender are released during the day to an approved Work Release employer and he/she returns to jail at night for confinement
- ✓ Sheriff must request Department of Corrections (DOC) to keep State Responsible offenders if they wish to place them in the jails Work Release program
- ✓ Reimbursement rate for Work Release prisoner's is \$8.00 per day

- ✓ **Procedures:**

1. Prisoner's confinement record in LIDS should be updated when they are **placed** in Work Release by:
  - Releasing the prisoner on LIDS by utilizing Release Code:
    - '41', Serving Sentence – Work Release
  - Re-book the inmate in LIDS on the same day he/she was released by utilizing Reason Confine Code:
    - '26', Work Release/Work Release Jail Contract Bed Program **OR**
      - ◆ Also captured are State Responsible Inmates that have been placed in the Jail by Department Of Corrections (DOC) in a Work Release Jail Contract Bed (WRJCB) Program (*jail must have copy of signed JCB Work Release contract/agreement with DOC*)
        - ❖ DOC enters prisoners WRJCB start date in LIDS
        - ❖ LIDS will detect prisoners WRJCB start date and reason confine code '26'
        - ❖ Reimbursement for Work Release Jail Contract Bed (WRJCB) prisoners is \$28 per day
    - '56', Work Release – Has Pending Charges
2. Prisoner's confinement record in LIDS should be updated when they **complete** the Work Release program by:
  - Releasing the prisoner on LIDS by utilizing Release Code:
    - '39', Sentence Served **OR**
3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Work Release program and they still have time to serve in jail by:
  - Releasing the prisoner on LIDS by utilizing Release Code:
    - '23' Confinement change within facility or violated program **THEN**
  - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
    - '20', Serving Sentence **OR**
    - '50', Serving Sentence, Pending charges

**REMINDER**  
**COMMITMENT MAINTENANCE**  
**HELPFUL HINTS**  
**(continued)**

- **WEEKENDER/NON CONSECUTIVE DAYS**

- ✓ Payment for Weekender/Non-Consecutive Days is intended to be made for prisoners that have been convicted and sentenced to confinement in jail and court imposed his/her time to be served on weekends or non-consecutive days
- ✓ Prisoners are booked in LIDS for each confinement period (Weekend/Non Consecutive Days)
- ✓ If the prisoner is assigned a generated Social Security Number (SSN) in LIDS due to the fact that he does not have one then use the 1<sup>st</sup> generated SSN each time he/she is booked into jail to serve weekend/non-consecutive days
- ✓ Reimbursement Rate is \$8.00 per day
- ✓ **Procedures:**
  1. Prisoner's confinement record in LIDS should be updated when they are **placed** in Weekender/Non-Consecutive Days by:
    - Currently confined – Release the prisoner on LIDS by utilizing Release Code:
      - '23' Confinement change within facility or violated program
    - Re-book, if currently confined, in LIDS on the same day he/she was released to be confined/placed in Weekender/Non-Consecutive Days **OR** Book the inmate in jail/LIDS if he/she reports to jail to serve time as a Weekender/Non-Consecutive Days by utilizing Reason Confine Code:
      - '29', Weekender/Non-Consecutive Days **OR**
      - '56', Weekender/Non-Consecutive Days – Has Pending Charges
    - Release the prisoner from jail/LIDS when they complete their weekender/non-consecutive days but have not completed their full sentence to be served by utilizing Release Code:
      - '40', Sentence Served – Weekends and Non-consecutive days **OR**
  2. Prisoner's confinement record in LIDS should be updated when they **complete** the Work Release program by:
    - Releasing the prisoner on LIDS by utilizing Release Code:
      - '39', Sentence Served **OR**
  3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her Work Release program and they still have time to serve in jail by:
    - Releasing the prisoner on LIDS by utilizing Release Code:
      - '23' Confinement change within facility/violated program **THEN**
    - Re-book the inmate in LIDS on the same day he/she violated the Alternative Program by utilizing Reason Confine Code:
      - '20', Serving Sentence **OR**
      - '50', Serving Sentence, Pending charges

**REMINDER**  
**COMMITMENT MAINTENANCE**  
**HELPFUL HINTS**  
**(continued)**

- **Jail Contract Bed Program**

- ✓ Payment for prisoners that are confined in the Jail Contract Bed Program is intended to be made for state responsible prisoners that Department of Corrections (DOC) transferred from a DOC facility to a jail
- ✓ Local or regional jails receiving funds from the Compensation Board shall give priority to the housing of inmates in order of local-responsible, state-responsible, and state contract inmates
- ✓ Jail must enter into agreements with the Director, Department of Corrections, to house state-responsible offenders/Jail Contract Bed offenders
- ✓ Such agreements shall be entered into for a period of one year, subject only to the limitations of available funding,
- ✓ Pursuant to such Jail Contract Bed agreements, the Compensation Board is authorized to reimburse localities an amount not to exceed \$14 per state felon day, which shall be in addition to any such amounts otherwise authorized
- ✓ Any such funds received by the localities as a result of this provision shall be used for the maintenance and operation of the local or regional facility

- ✓ **Procedures:**

1. Prisoner's confinement record in LIDS should be updated when they are **placed** in a Jail Contract Bed by:
  - Booking the inmate in jail/LIDS on the same day he/she was released by DOC utilizing Reason Confine Code:
    - '26', Work Release/Work Release Jail Contract Bed Program (WRJCB)
      - DOC enters prisoners WRJCB start date in LIDS
      - LIDS will detect prisoners WRJCB start date and reason confine code '26'
      - Reimbursement for WRJCB prisoners is a total of \$28 per day
2. Prisoner's confinement record in LIDS should be updated when they **complete** the WRJCB program by:
  - Releasing the prisoner on LIDS utilizing Release Code:
    - '39', Sentence Served **OR**
3. Prisoner's confinement record in LIDS should be updated when they **violate** his/her WRJCB program and will be returned to DOC by:
  - Releasing the prisoner on LIDS utilizing Release Code:
    - '33', To Serve Sentence Department of Corrections

- **Judge Ordered Community Service Time**

- ✓ Offenders that are ordered by the Judge to serve community time in a community based probation program (Community Service, HEM, and/or Substance Abuse) in jurisdictions where one has been established under the Comprehensive Community Corrections Act are non-payable programs by the Compensation Board. Sentences do not involve jails unless the person is sentenced to confinement with probation to follow. Since these offenders are not sentenced to confinement in jail, they should not be recorded in LIDS. (COV 19.2-303.3; 53.1-180 - 53.1-182.1)
- NON-Payable Category

## **REMINDER**

### **FUTURE LIDS ENHANCEMENTS**

#### **Estimated Completion Date**

- July 2002 DNA Medical Alert Flag on 1<sup>st</sup> screen switch with Prisoner Report listing only the verified bad SSN's
- July 2002 Add Duplication Query Report to Forms Maintenance menu
- July 2002 Update Transfer Status Screen to reflect DOC Intake/Out of Compliance
- July 2002 Capability to view all reports in Forms Maintenance, Option A (View Existing Reports) that can be downloaded from Option B (Offline Reports, Queries & Files)
- July 2002 Help button for years sentenced (special years, i.e. life, death)
- July 2002 New DNA table to allow entry separately using SID, OTN or the Document Control Number for Juveniles
- July 2002 Report by Age Report, Forms Maintenance
- July 2002 Interface with Virginia State Police to report correctional status changes and to verify State ID numbers



## **REMINDER**

### **SIGN UP FOR YOUR**

### **LIDS ENHANCEMENT TRAINING**

**(See Page 1 of this Newsletter for details)**